

POSITION QUESTIONNAIRE

1. Name (Last) (First) (Initial) 2. Rank or grade
Welton, Louise T. SP-7
3. Agency 4. Subdivision (Branch, Section, Subsection, Desk)
WDGS, MIS
5. Position Title
Chief Draftsman
6. Describe your duties. What do you do and how do you do it? List your duties in order of their importance, starting a new paragraph for each duty. (List any machines or special equipment used.) Give your best estimate of the percentage of time each week spent on each duty. Use an additional sheet if necessary.

Duties	Percentage of time
1. Supervises the work performed by the members of the drafting force. This involves: 1) Ascertaining correct priorities and assigning work accordingly, 2) Outlining the correct method of presentation of individual jobs to each draftsman and answering queries concerning drafting techniques and subject matter. 3) Checking on maps in progress, explaining all corrections noted. Throughout, there is the responsibility of seeing that this material is completed by assigned deadlines which requires the exercising of independent judgement concerning the quickest methods of technical presentation.	20%
2. Performs the more difficult drafting projects requiring a thorough knowledge of the use of all technical instruments. This involves the drafting of the most intricate town plans, profiles, maps of three to five color plates and particularly, the base plates for the JANIS base map. The latter includes some cartographic work in connection with the compilation and construction of the hydrographic plates and the addition and correction of names as recommended by the Board of Geographical Names. In addition there is the laying out of titles and legends, and the planning of organizational charts for the correct reduction size for the JANIS Publications.	60%
3. Checks the overlays for the JANIS base map against the basic plates to avoid duplication and confusion of lettering and symbols. This frequently requires the reregistering of all plates, the substituting of abbreviations and various type sizes, and the rearranging of conflicting technical data.	15%
4. Additional duties include the ordering of type and maintaining type order records and records on the status of all material in the construction unit. Other duties as assigned by the Board.	5%

JCS Declassification/Release Instructions on File

7. Give your immediate supervisor's name and title. Margaret Mace, Asst. Chief Graphic Section, JISPB
8. Does your supervisor give your work to you? yes X No. If not, who does?
(Name and title) Dorothy Comstock, Assistant Cartographer
9. What is the status of work when it is routed to you? Work is delegated to me in the form of written specifications for the construction (over)
10. Who checks your work? (Name and title) Dorothy Comstock, Asst. Cartographer and Margaret Mace, Asst. Chief.
11. How is your work checked? The work is proofed against the specifications list by the Asst. Cartographer for accuracy in plotting, construction, spelling of names, etc. Technical details of drafting and overall appearance are checked by the Asst. Chief. The final check of the printed maps and charts is made by the members of the Joint Army-Navy Intelligence Study Publishing Board and its editors.
12. List any unusual features of your work which you consider important. The work involves knowledge of the use of all drafting instruments and materials, principles of layout and some knowledge of cartography. The work is classified confidential to top-secret and security measures are maintained. Unusual problems in the registry of multi-colored maps due to shrinkage and expansion of paper or acetate have to be solved. Also other problems in preparing material for reproduction.
13. If your work involves the direction or supervision of others, planning of work assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four persons are supervised, merely give number and titles.
Kathaleen Levin, Assistant Draftsman
Elizabeth Bunker, " "
Arthur Bitch, " "
14. Certification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and complete.

Signature of Employee

Date

15. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience?

The employee at times also assists on compilation problems in the construction of the JANIS base map.
The written drafting specifications are complete enough so that a minimum of supervision or direction is needed in addition. Experience in drafting, the use of drafting tools and techniques, lay-out and graphical presentation, elementary knowledge of cartography concerning plotting of geographical locations and aly-out of maps, and some knowledge of the processes of lithographic and line-cut reproduction are necessary. The present incumbent has this necessary knowledge and experience.

I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually involved in the position described.

Fig. (continued) "and correction of maps and charts." The more difficult projects are assigned definitely to me.